



## ***State of Louisiana***

### **DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER**

**M. J. AMIKE® FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

DOA PERSONNEL POLICY NO. 28

EFFECTIVE DATE: JANUARY 3, 2000

SUBJECT: Americans with Disabilities Act Policy

AUTHORIZATION: \_\_\_\_\_  
Whitman J. Kling, Jr., Deputy Undersecretary

#### **I. POLICY:**

It shall be the policy of the Division of Administration to abide by the requirements of the Americans with Disabilities Act of 1990 as amended.

#### **II. PURPOSE:**

The State of Louisiana, Division of Administration, prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities. The Division of Administration will provide reasonable accommodations, on request, including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

#### **III. APPLICABILITY:**

This policy applies to all employees, applicants for employment, and qualified individuals who access a program or service provided by the Division of Administration.

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

#### **IV. REPORTING:**

If an employee of the Division of Administration has a grievance regarding the Americans with Disabilities Act (ADA) he/she may file a grievance under the DOA 's standard grievance procedure.

For non-employees who have a grievance regarding:

1. the accessibility of a State building; or,
2. the accessibility of a State program,

The individual should contact the Personnel Director of the department/agency occupying the building of the offending program who will advise the individual on the proper grievance procedure.

For more information, individuals may contact the State ADA Coordinator at (225) 219-7555 or 1-877-668-2722.